

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Wednesday, November 18, 2020 at 9:00 a.m. in the County Board Room located on the fourth floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Schmidt, Hilbert and Kuehl**

**MEMBERS EXCUSED: None.**

**ALSO PRESENT:** Sarah Hinze, Human Resources Director; James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; Ed Somers, Clearview Administrator/Executive Director; Patti Hilker, County Treasurer; Kim Nass, Corporation Counsel; Karen Gibson, County Clerk.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Schmidt to approve the minutes of the regular and closed session meeting of November 3, 2020. Second by Greshay. Motion carried without negative vote.

Somers provided information and supplemental handout of recommended organizational changes at Clearview. Somers prefaced there was an opportunity to consider a restructure with the upcoming retirement of the Assistant Administrator and changes with the Medical Director position. Somers discussed details of the recommendations.

Hinze stated the recommended new positions of Director of Social Services and Director of Activities under the proposed Clearview Organizational change were sent to McGrath who made a placement recommendation of Grade "Q". Hinze stated that instead of spending funds for a short-term Carlson Dettmann analysis an internal analysis was completed for placement recommendation resulting in a recommendation of Grade 12 in the current structure. Hinze stated that McGrath recommended placement of the proposed Inservice Coordinator position in Grade "N" and based on the internal analysis a placement recommendation of Grade 10 in the current structure. A draft resolution will be presented to the Health Facilities Committee for consideration at the December County Board meeting.

Motion by Hilbert to accept the Clearview organizational change recommendations as presented and to approve placement of the new Director of Social Services and Director of Activities positions into the Dodge County Compensation Plan at Grade Twelve (12) and into the McGrath new compensation structure on July 1, 2021 at Grade "Q" and approve placement of the new Inservice Coordinator position into the Dodge County Compensation Plan at Grade Ten (10) and into the McGrath new compensation structure on July 1, 2021 at Grade "N". Second by Kuehl. Motion carried without negative vote.

Hinze stated that the Sheriff's Office Special Assignment is currently being configured in Kronos. Hinze indicated that in discussions with the Sheriff and the tentative union negotiations it was suggested to implement simultaneously with the first pay period in January. It was the consensus of the Committee to implement the Special Assignment policy as proposed.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Shop Superintendent

Highway

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 11/18/2020

One (1) Social Worker I, II or Senior – Child Protective Services – Intake	Human Services & Health
One (1) LTE Contact Tracer Coordinator – Extension thru 3-31-2021	Human Services & Health
One (1) Customer Service/Support Specialist – Clinical – Extension thru 3-31-2021	Human Services & Health
One (1) Chief Deputy Treasurer	Treasurer
One (1) Custodian II	Physical Facilities
One (1) RN Case Manager Community Support/Comprehensive Community Program	Human Services & Health
One (1) LTE Canvass Board & Recount Help (Pool) – 11/20/2020-12/10/2020	County Clerk

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Hilbert. Motion carried without negative vote.

Greshay requested Human Resources to conduct interviews or surveys for internal employee transfers.

Mindemann presented a Medical Leave of Absence for consideration for an employee with Human Services and Health Department who exhausted available 2020 Federal and State Family and Medical Leave for a continuous leave from 10/29/2020 through 11/04/2020. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: Martin Keberlein, Deputy Sheriff, \$31.51, SSU04, 3M18, 10/29/2020. APPOINTED OFFICIAL: None. NEW HIRE – FULL TIME: Alayne Stelsel, Clinician IV, Human Services & Health, \$30.23, DC09, ST01, 12/07/2020; Hannah Nelson, Social Worker I CPS Ongoing, Human Services & Health, \$23.58, DC06, ST01, 11/16/2020; Chrissy Stein, Paralegal, District Attorney, \$24.85, DC06, ST03, 11/17/2020; William Robers, Maintenance Mechanic, Physical Facilities, \$23.58, DC06, ST01, 11/02/2020. NEW HIRE – PART TIME: Megan Martin, Administrative Secretary III, medical Examiner, \$16.95, DC03, ST01, 10/08/2020. LIMITED TERM/SEASONAL NEW HIRE: Claire Grosenick, Contact Tracer, Human Services & Health, \$19.15, DC04, ST01, 11/12/2020; Pamela Koll, Election Helper, County Clerk, \$14.00, MSC04, ST01, 11/12/2020; Rocio Flores, Contact Tracer I, Human Services & Health, \$19.15, DC04, ST01, 11/05/2020. LIMITED TERM/SEASONAL REHIRE: None. LIMITED TERM/SEASONAL EXTENSION: Kayla Kleinsteinber, Customer Service/Support Specialist, Human Services & Health, \$14.73, DC02, ST01, 10/02/2020. RECLASSIFICATION: None. PROMOTION: None. TEMPORARY ASSIGNMENT: None.

There were no Orientation Period Reports to review.

### **HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report
- c) Hinze provided a Sworn Union Contract update stating that a marked-up contract was received from Ben Barth on Monday, November 16, 2020. Hinze pointed out the articles and sections of the contract that have been updated based on the negotiation session held on November 12, 2020.

Future Agenda Items: Union Agreement and County Board Resolution, Review McGrath priority list Timeline, Paid Time Off (PTO) Committee training, Child Care.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 11/18/2020

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, December 1, 2020 at 9:30 a.m. and Tuesday, December 15, 2020 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:04 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.